



# **Indiana Greening the Government Program**

**First Annual Report through December 31, 2000**

**Submitted to Governor Frank O'Bannon  
July 31, 2001**



## ***Acknowledgements***

The following report was made possible with the cooperation and input of many state agencies. Forty-three state agencies completed Greening the Government Annual report surveys which provided information and feedback about the implementation status of Greening Programs throughout state government locations. In addition, various agency and department representatives who are involved in specific programs that achieve Greening Program goals and objectives also provided information.

The Greening the Government TaskForce members listed below reviewed the document in depth. On behalf of the full Greening the Government TaskForce, we are pleased to submit the following annual report.

Sincerely,

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## Executive Summary

On Earth Day, April 22, 1999, Governor Frank O'Bannon signed Executive Order 99-07, Greening the Government, with the intent of comprehensively improving the environmental performance of State of Indiana operations and, in many cases, making those operations more efficient and cost-effective. Although the Executive Order was signed in 1999, a variety of initiatives to meet some of the defined objectives of the Executive Order had been put into place in previous years and were in different states of implementation within various agencies. The unique big-picture approach of the Greening the Government effort was intended to build upon these previous efforts to be sure that internal State operations are delivering government services while "walking the talk" as responsible environmental stewards.

When the Executive Order was initially signed, several immediate provisions went into place and continue today. In addition, measures to reduce the amount of paper generated by the routine tasks of running state government were also specified. The Executive Order also established a Greening the Government Taskforce, comprised of representatives from the State's twelve largest agencies to develop guidance and aggressive measurable goals.

In the subsequent ten months, the Taskforce met every other week to develop a comprehensive plan which outlines the actions agencies should take to implement the requirements of the executive order. On May 25, 2000, Governor O'Bannon unveiled Greening Indiana's Government: A Plan to Implement Executive Order 99-07. The Plan addresses the following topics:

- Employee Education and Reward System
- Reuse and Recycling Activities
- Environmentally Preferable Purchasing
- Pollution Prevention and Energy Efficiency
- Employee Transportation Options
- Greening Program Management

Since the Greening the Government Plan was unveiled in May of 2000, and with the cooperation and enthusiasm of many state employees, almost all of the Plan's provisions have begun or are in some stage of being phased in. The results of previously-begun efforts are becoming evident as well.

A number of success stories are described on the Greening Web site at [www.IN.gov/greening](http://www.IN.gov/greening). For example, the Indiana State Board of Health worked with their landlord to implement energy conservation upgrades and practices at the main office in Indianapolis. An upgrade to energy efficient light fixtures at the Indiana War Memorial, located in Indianapolis, is not only saving energy, but is expected to pay for itself within seven years due to less spent on the energy. The Indiana Department of Environmental Management, working with the Indiana State Fair Commission, the Indiana Department of Administration and community volunteers, initiated recycling of water drink bottles at the 2000 Indiana State Fair.

The State Office Building Commission, working with the Indiana Department of Administration and the Department of Correction, made recycling and waste reduction an integral part of renovations and new construction at New Castle State Hospital. Harmonie State Park incorporated recycled-content plastic lumber into their wildlife viewing platform. The Indiana Department of Correction continues to develop community partnerships for their comprehensive recycling and composting operations begun in previous years. The Indiana Department of Transportation continues to utilize and is developing new uses for recyclable materials in road-building and other beneficial use applications. And the State of Indiana was honored by the United States Conference of Mayors for purchasing new recycled-content products.

Implementation of the projects above and for the full Greening Plan has and will continue to require active communication, education and outreach about Program goals and objectives to a wide range of individuals, both within and outside of State agencies. State employees are crucial to this effort, which often requires changing habits and a willingness to try something new. Those who are rethinking old ways of doing business and working to implement more efficient practices should be commended.



Indiana's Greening efforts can also serve as a positive model for local units of government. Further networking with other states which currently have or are beginning their own greening programs will continue to play a crucial role in order to learn from each other and share successes beyond individual state boundaries. And joining with nationally-recognized Green efforts can build an even bigger impact.

The report that follows is intended to review progress in implementing the Greening the Government Plan through December 2000 unless otherwise noted. In addition, a Recommendations section is included at the end of the report to identify additional efforts for the coming year. The Recommendations are intended to continue to build upon the foundation of environmental excellence within state government operations that has been specified in the Greening Plan and which was unveiled under the leadership of Governor O'Bannon.



## Introduction

On Earth Day, April 22, 1999, Governor Frank O'Bannon signed Executive Order 99-07, Greening the Government, with the intent of comprehensively improving the environmental performance of State of Indiana operations and, in many cases, making those operations more efficient and cost-effective. Although the Executive Order was signed in 1999, initiatives to meet some of the defined objectives of the Executive Order had been put into place in previous years and were in different states of implementation within various agencies. The comprehensive approach of the Greening the Government effort was intended to build upon these previous efforts and to recommend additional measures as appropriate.

When the Executive Order was initially signed in 1999, several immediate steps went into place, including:

- The appointment of Agency Recycling Coordinators;
- The duplexing (double side) of all copy and printing operations as feasible;
- The purchase and recycling of re-refined motor oil in a closed-loop system;
- The establishment of employee education tools, such as the Greening the Government Web site.

The Executive Order also established a Greening the Government Taskforce, comprised of representatives from the State's twelve largest agencies to develop guidance and aggressive measurable goals. The agencies represented on the Taskforce included the Bureau of Motor Vehicles, Family and Social Services Administration, Department of Administration, Department of Commerce, Department of Correction, Department of Environmental Management, Department of Labor, Department of Natural Resources, Department of Transportation, Department of Health, State Police, and State Personnel Department.

In the subsequent ten months, the Taskforce met every other week to develop a comprehensive plan which outlines the actions agencies should take to implement the requirements of the executive order. On May 25, 2000, Governor O'Bannon unveiled Greening Indiana's Government: A Plan to Implement Executive Order 99-07. The Plan addresses the following topics:

- Employee Education and Reward System
- Reuse and Recycling Activities
- Environmentally Preferable Purchasing
- Pollution Prevention and Energy Efficiency
- Employee Transportation Options
- Greening Program Management

A final part of Executive Order 99-07 focused on Paperless Office Projects. As part of these projects, several Government Management Information Systems (GMIS) operational changes have been implemented to dramatically reduce the amount of paper and human intervention required to conduct the routine administrative tasks of running state government. Most recently, the Indiana Department of Administration's Procurement Division has been developing a new eCommerce approach to purchasing. Instead of numerous agency and then IDOA forms needing to be prepared, many of these forms are being replaced with Web pages and electronic authorizations. Incorporation of this eProcurement system in an agency that already has implemented PeopleSoft Financials through GMIS will result in the accounting work being done "behind the scenes" in essentially a paperless environment.

In addition, continued development and promotion of the State's electronic phone and email directories, increasing the number of state forms that are available electronically, and publishing state documents, reports and newsletters for downloading via the State's Web site are all measures that have resulted in savings of paper, printing, and the future need for recycling.

Since the Greening the Government Plan was unveiled in May of 2000, many of its provisions have begun and others are in various stages of being phased in. Some sections of the Plan apply to all agencies and other sections apply only to agencies with facilities located outside the Indiana Government Center or to specific facilities. For agencies located entirely within the Indiana Government Center, the Indiana Department of Administration (IDOA) handles many of the facilities management issues outlined in the Plan.



The Greening the Government Program is managed within the Indiana Department of Administration. The Program's Director is also Co-Chair of the Greening the Government Taskforce in addition to a Co-Chair from the Indiana Department of Environmental Management. Periodic meetings are held with the Commissioners from both agencies and the Governor's Executive Assistant for the Environment to report progress and to receive advice. In addition, periodic Taskforce meetings are held to ensure ongoing agency input in the Greening the Government efforts. The Greening Program also includes one full-time assistant.

This report is intended to review progress in implementing the Greening the Government Plan, through December 2000 unless otherwise noted. This report was developed from information gathered and compiled from several sources, including the Greening the Government Annual Survey to agencies that were returned in February 2001, various reports and correspondences with specific agencies and information gathered by the GtG Program Director and Taskforce members. The information in the following report corresponds to the major sections of the Greening the Government Implementation Plan.

The full text of Executive Order 99-07 is attached in Appendix A, and is also available on the Greening Web site at <http://www.state.in.us/idoa/greening/greening/file1.html>. The full text of Greening Indiana's Government: A Plan to Implement Governor Frank O'Bannon's Executive Order 99-07, Greening the Government, is attached in Appendix B, and is also available on the Greening Web site at <http://www.state.in.us/idoa/greening/greening/greeningguidance.pdf>.



## Employee Education and Reward System

There are approximately 37,000 state employees working throughout Indiana in approximately 700 different locations. Over 16,000 of these state employees work within Marion and the contiguous counties. Greening education efforts are on-going and have included the following:

*GtG Web site:* The GtG Web site was unveiled in April of 2000, and is accessed at [www.IN.gov/greening](http://www.IN.gov/greening).

- The Web site presents a wide range of information, including a searchable database of state facilities that have greening programs in place. Currently, the database includes Greening Program information from 255 office locations throughout Indiana, in addition to 36 Marion County office locations.
- Training materials for specific audiences are currently on the Web site and include:
  - Recycling logistics, geared to state employees working at the Indiana Government Center (IGC) and other state offices within Marion County.
  - Procurement Agent information, with details of environmentally preferable and recycled-content purchasing efforts.
- The GtG Web site had a high of 2074 hits in the month of June 2000. Other months have seen page hits in a range of 610 to 1,316 per month, with an average of 1,213 hits.
- From results of the Greening the Government Annual Survey, many agencies reported that the Web site is very useful. A few agencies do not have Internet access, and therefore, have been unable to view or utilize the Web site.
- Suggestions to refine the Web page include expanding program information for non-IGC locations, adding links to make it easier to purchase “green” products, adding a state supplies reuse exchange and adding a message-board feature.

*Focused Training:* On-going training efforts have taken place since the Greening Plan was unveiled. These efforts have included:

- Agency Recycling Coordinators (ARCs): Meetings held in April and August of 2000 and January of 2001. In addition to meeting, ARCs are sent periodic email updates, approximately every two weeks. Agency Recycling Coordinators surveyed indicated that for the most part, the frequency of meetings and updates are sufficient to help in their task of informing their agency staffs about program activities.
- Facilities Staff (IGC): Indiana Government Center facilities crews have received training in early 2000 and again in December 2000.
- Procurement Staff: New Procurement Agents receive a Greening lesson as part of their training workshop and information is also available on the Greening Web site. Procurement Managers participated in a greening training meeting in February 2001 to discuss procurement’s role in greening efforts.
- Vehicle Maintenance: Vehicle maintenance-related trainings were given in 2000 by the Department of Environmental Management for those state agencies who have motor pools or who repair their own vehicles, including the Department of Administration, State Police and Department of Transportation.
- Facilities Managers: Facility Managers participated in a greening training meeting in February 2001, to discuss implementation of relevant greening efforts.
- Human Resources: Agency Recycling Coordinators have received information to share at their agencies’ new employee orientations. Information is also available on the Greening Web site.

*Special Projects:* To draw attention to Greening efforts and to show support for related community-based efforts, the Greening Program has participated in several special project events, including:

- Earth Day: Special educational exhibits were set up in the Indiana Government Center cafeterias in celebration of this April 22 anniversary. In addition, there was a kick-off for the developing network of Agency Recycling Coordinators, who received initial information to distribute to their agencies’ employees about the new Greening Program efforts.
- America Recycles Day (ARD): Culminating on November 15, ARD annually encourages consumers to buy new recycled-content products. Governor O’Bannon issued a proclamation declaring November 15 as America Recycles Day: Indiana. The Greening Program was included in the official ARD tabloid printed in the *Indianapolis Star*. An educational booth was set-up and a





recycled-content fashion show was held in the Indiana Government Center cafeteria for state employees. The Greening Program Director also participated in a press conference, noting Indiana's efforts to buy new recycled-content products.

*Community Outreach:* In an effort to share our experiences with others, a number of tours of the Indiana Government Center's Recycling Program have been given to interested parties, including the Indiana Recycling Coalition, representatives of the City of Indianapolis and an interested legislator. Technical assistance has also been provided to others working on their own programs or wishing to share information.

Presentations describing the Greening Program have been made at various conferences sponsored by the Indiana Recycling Coalition, the Great Lakes Regional Pollution Prevention Roundtable, the Association of Indiana Solid Waste Management Districts, the Indiana Commission on Community Service and Volunteerism (AmeriCorps), the Household Hazardous Waste Task Force and the Environmental Council of States.

The Greening Program Director and Taskforce Co-Chair are active in numerous organizations, in order to share information with colleagues in other states. These organizations include the National Recycling Coalition, the Mid-American Council of Recycling Officials, the Midwest Workgroup on Carpet Recycling, the Institute for Product Stewardship (tentative), the Great Lakes Pollution Prevention Roundtable, the EPA Region V Mercury Workgroup and the Environmental Council of States.

*Thanks to over 100 Agency Recycling Coordinators, state employees have a local office resource to answer questions about Recycling and other Greening topics!*

*And thanks to YOU for doing your part to keep Indiana Green!*

*Agency Recycling Coordinators' (ARC) network:* The Agency Recycling Coordinators are state employees working in their respective offices who assist with recycling and Greening Program efforts. The vast majority of ARCs have email addresses, and as such, receive regular communications which they share with others in their offices. As of March 2001, there were 100 ARCs listed in the database managed by the GtG Program. Of these ARCs, 96 are located in Indianapolis-area offices and 4 are from other parts of the state. In addition, several larger agencies, such as the Department of Correction, the Indiana Department of Environmental Management and the Department of Transportation, have their own internal networks of ARCs who coordinate directly with their designated GtG Taskforce member on recycling and Greening programs.

*Recognition – The Governor's Awards Programs:* The 2000 Governor's Awards for Recycling and for Pollution Prevention now include a "Greening the Government" category, designed to recognize state employees, agencies or facilities that are going "above and beyond" in their environmental efforts.



## Reuse and Recycling Activities

A variety of source reduction, reuse and recycling activities are currently in place in State facilities. Other efforts will be implemented in the future.

*Reuse Efforts:* Various mailing supplies are reused on a regular basis, including packaging materials and mailing tubes through the Indiana Government Center's Central Mail system. Inter-departmental envelopes are also reused, with the distribution managed by Central Mail staff. Agencies are also encouraged to reuse supplies within their offices. The Indiana Department of Environmental Management organized an internal supply exchange to reuse extra office supply materials. Information about how to set up a similar program in other agencies will be shared with other agencies, via the Agency Recycling Coordinator network and the Greening Web site.

A wide range of furniture, computers, parts and other supplies are regularly reused by other state agencies through the Indiana Department of Administration's State Surplus Operations. Items that are no longer needed by state agencies are periodically sold to local units of government and also at sealed bid public auction. In addition to participation in the Marion County office recycling program, scrap metals are sold instead of being disposed of.

*Recycling at the Indiana Government Center and within Marion County:* In the calendar year 2000, State agencies and facilities within Marion County recycled over 1,020 tons of office paper, corrugated cardboard, newspaper and beverage containers for which the State received over \$42,000. And, over \$47,000 in waste hauling and disposal fees were avoided as a result of diverting these useful materials from disposal facilities.

In addition, over 2,600 printer cartridges were sent back for re-manufacturing. Over 4,900 expired parking passes, over 3,200 compact disks, floppy disks, audio and video tapes, and 436 pounds of Tyvek® envelopes were recycled. Other materials were also collected, including greeting cards, eyeglasses, cellular phones, and overhead transparencies.

*Recycling in State Facilities outside of Marion County:* As of spring of 2000, over 291 locations representing the largest state agencies reported some variety of in-house recycling program. These programs, highlighted in the sidebar at right, are listed in the recycling database available on the Greening the Government Web site at [www.IN.gov/greening](http://www.IN.gov/greening). The information will be updated in 2001.

In early 2001, additional agency recycling programs or updates to those noted above were provided via the Greening the Government Annual Survey. These program updates include:

- A recycling program is at the Indiana Veterans' Home, located in West Lafayette;
- The Intelnet Commission, whose office is located in leased facility, noted participation in the recycling programs that are separately coordinated by their landlord;
- Many Indiana State Police Programs are done in coordination with nearby Indiana Department of Correction or Indiana Department of Transportation facilities;



### *Recycling in State Facilities outside of Marion County*



- **Bureau of Motor Vehicles** had 89 recycling programs collecting 130 recyclable materials (i.e. many of these 89 sites collect aluminum).
- **Indiana Department of Commerce** had 6 sites collecting a total of 20 recyclable materials.
- **Indiana Department of Correction** had 38 sites collecting a total of 240 recyclable materials.
- **Department of Natural Resources** reported 24 sites collecting a total of 112 recyclable materials.
- **Family and Social Services Administration** reported 46 sites collecting a total of 157 recyclable materials.
- **Indiana Department of Environmental Management** had 5 sites collecting a total of 30 recyclable materials.
- **Indiana Department of Administration** had 2 locations collecting a total of 18 recyclable materials.
- **Indiana Department of Transportation** had 25 locations collecting a total of 92 recyclable materials.
- **Indiana State Department of Health** had 4 locations collecting 11 recyclable materials
- **Indiana State Police** had 16 locations collecting 32 recyclable materials.



- The Indiana Department of Workforce Development noted that their field offices throughout Indiana have developed recycling programs based on local resources. In most cases, employees take items for recycling to local recycling outlets.


***Year 2000 Recycling Program Highlights***


- ***Indiana Department of Correction*** recycled over 2,317 tons of materials in addition to 6,184 tons of food scraps and yard waste. Wood pallets, fluorescent bulbs, used motor oil, toner cartridges and tires are in addition to these amounts. An additional 12.7 tons of surplus usable food was donated to community food bank programs, and unusable food was vermi-composted at several facilities.
- ***Indiana Department of Transportation*** shred over 20,000 waste tires for various recycling uses in a 2-year period. An additional 650 tons of scrap tires retrieved from roadways were used in landfill applications. A wide variety of other items were also recycled, including at least 3,215 gallons of motor oil.
- ***The State Government Recycling Program*** operating within the Indiana Government Center and at other state facilities within Marion County reported over 1,020 tons of material recycled, generating over \$42,000 and saving an estimated \$47,000 in avoided waste hauling and disposal fees.

- The Indiana Department of Correction (IDOC) noted very coordinated, agency-wide efforts with programs often an integral part of the work and educational curriculums designed for Correction facility inmates. These IDOC programs resulted in the recycling of 2,317 tons of various paper products, beverage containers and batteries; 6,184 tons of food scraps and yard waste; 843 pounds of beverage container pull tabs for the Ronald McDonald House charity program; 4391 wood pallets; 4,812 fluorescent bulbs; 2,955 gallons of motor oil; 190 toner cartridges and 308 tires.

- The Indiana Department of Transportation also notes very coordinated, agency-wide efforts complete with an internal network of recycling coordinators in place throughout the state. INDOT has also contracted with a private recycler to shred over 20,000 waste tires, turning them into playground cover, walking trails and horse arena covering in a two-year period. An additional 650 tons of

scrap tires were retrieved from along roadways, and taken to landfills where they were utilized in the construction of leachate collection systems or as alternative daily cover material. INDOT facilities also recycle fluorescent light bulbs and ballasts, batteries, and a wide range of oils and solvents from vehicle maintenance and collision repair facilities. Many of the smaller INDOT facilities work in cooperation with local community or solid waste district-sponsored programs. Estimated recycling figures from the larger offices included a combined total of 7 tons of office papers; 450 pounds of beverage containers; 45 pounds of dry cell batteries; at least 1000 fluorescent light bulbs; and at least 3,215 gallons of motor oil. Due to the large number of small facilities, it is not currently feasible to measure the actual amounts of materials collected from all facilities for recycling. In addition, providing additional funding to cover some program costs, such as start-up funding for recycling containers, would really help.

- Specific program information from many smaller offices, such as offices of the Indiana Family and Social Services Administration and Indiana Department of Natural Resources, is not currently available.
- Many agencies reported that their staffs are very cooperative and are recycling very well with some smaller agency staffs even volunteering to drop off materials at community recycling program locations. Sporadic reports of lower participation indicate that there is room for continued improvement. Several surveys indicated that employees were receptive as long as the programs did not involve much additional work without a corresponding amount of additional funding.
- Several agencies noted minimal recycling program costs, such as spending \$500 or less for containers. One large agency, divided into multiple regions, noted higher program costs ranging from \$0 (using existing containers) to up to \$5,000 for new containers.
- Several agencies noted costs ranging from \$70 to \$3,900 for additional staff costs associated with their agency's recycling programs. Three full-time equivalent Facilities Management staff currently work on the recycling collection programs at the Indiana Government Center, at an estimated annual cost of \$70,000.
- One agency noted costs of \$20 per month for recycling collection service. Another agency noted a cost of \$1,200, presumably for confidential document destruction services, which also includes recycling of the resulting shredded paper.



*All State Agency Quantity Purchase Agreements for Recycling of Batteries and Fluorescent Bulbs:* State agencies can recycle their batteries through community-based programs or through a program offered via the State's office supply contract. An all state agency quantity purchase agreement is currently in place for recycling of fluorescent bulbs and other mercury-containing devices.

*Excess Food Programs:* During the year 2000, a total of 200-400 pounds of food was donated by Sodexo Marriott, the Indiana Government Center food-service vendor, to Second Helpings, Inc., a food rescue, job training and hunger relief program which operates in the Indianapolis community. During this same period, over 25,400 pounds (12.7 tons) of surplus usable food was donated to community food bank programs by the Indiana Department of Correction. Unusable food waste is also vermicomposted (composting utilizing red worms as part of a food waste reduction and horticultural education program) at two Indiana Department of Correction facilities.



## Environmentally Preferable Purchasing

The Greening the Government Plan includes environmentally preferable purchasing requirements that will be managed by the Indiana Department of Administrations' Procurement Division. Other agencies are also working to purchase environmentally preferable products, primarily defined as containing recycled content, conserving energy or being non-toxic.

*IDOA Procurement Annual Report:* In the fiscal year July 1, 1999 through June 30, 2000, the State purchased over \$29 million in recycled-content commodities. This amount is up from the \$22.8 million purchased in the prior fiscal year. The FY 99-00 total amounts to over 10% of all state commodity purchases. A wide range of products were purchased made from steel, aluminum, plastic and paper, including office supplies, re-manufactured toner cartridges, license plates, historical markers, trash can liners, printing paper, and re-refined oil.

*United States Conference of Mayors' Buy-Recycled*

*Award:* The Greening the Government – Indiana Department of

Administration's Procurement Division

received an honorable mention award from the

United States Conference of

Mayor's 2001 Recycling At Work Campaign for Indiana government's on-going efforts to purchase more new recycled-content products. This purchasing effort is a cornerstone of Indiana's Greening the Government Plan.



### *Indiana Recognized for Buying Recycled-Content Products*



*In fiscal year July 1, 1999 through June 30, 2000, the State purchased over \$29 million in recycled-content commodities. This amount is up from the \$22.8 million purchased in the prior fiscal year and represents over 10% of all state commodity purchases. The State was recognized by the United States Conference of Mayors for this effort.*

*Statewide Quantity Purchase Agreements (QPAs):* The Indiana Department of Administration negotiates QPAs when the State of Indiana purchases significant quantities of a specific commodity. A number of QPAs are currently in place for recycled-content and environmentally preferable products, including 30% post-consumer recycled-content paper, re-manufactured toner cartridges, color paper, re-refined motor oils, re-tread tires, trash can liners and over 1,800 recycled-content supplies available through the State's designated office supply vendor. In addition, printing requests include 30% post-consumer paper.

QPAs are currently in the research or development stages for non-toxic cleaning products, and some offices are already using these products. The QPA for 25% total recycled-content carpeting is also in development, and new projects specify this item. Chlorine-free paper is also being researched for a future QPA, with some paper janitorial supplies already purchased being chlorine-free. Additional items to be considered in the future for QPA development include remanufactured cubicle walls and furniture, outdoor furniture, decking and signage, and promotional items. Preliminary guidance or other information for some of these materials is currently available to interested agencies. Procurement specifications and guidelines require that purchases of new office equipment be Energy Star™ compliant. Restrictions are in place on purchasing new mercury-containing devices.

*Indiana Department of Transportation (INDOT) Road Construction Projects:* INDOT has been a leading state government agency in Indiana in efforts to minimize the amounts of waste discarded from its facilities. Concrete and asphalt recycling, which has been a practice of INDOT for the past 15 to 20 years, is the largest waste stream produced. When the roads and highways are milled before resurfacing, a certain percentage of milled material is recovered and reused in the production of the new road surface. This practice is and has been utilized for the approximate 20 thousand miles of state roads and highways under the jurisdiction of the INDOT. Latest statistics note over 1 million tons of milled surface material were reused for road construction projects in Indiana.

INDOT Vincennes District is currently working in partnership with southwestern Indiana solid waste districts, the Indiana Departments of Environmental Management, Commerce and Administration, to develop a solution to utilize ground glass from local community recycling programs in culvert/pipe road construction applications.



An additional test embankment project in the LaPorte INDOT District incorporating tire shreds with soil fill is being planned and tested in the northern Indiana community of Lakeville, in cooperation with Purdue University. Investigation and testing to incorporate coal combustion by-products, foundry sand and steel mill slag in road projects has also been put into place.

*Requirements for doing business with the State of Indiana:* The Indiana Department of Administration requests that all bids and proposals submitted to the State to be double-sided and printed on 30% post-consumer recycled paper or tree-free paper, and printed with soy ink when possible. Incorporation of similar language in Indiana Department of Transportation bid and proposal requests is pending.



## Pollution Prevention and Energy Efficiency

The Greening the Government Plan includes provisions to increase energy efficiency and to prevent pollution within state operations.

*Energy Efficiency:* The State of Indiana, through the Indiana Department of Administration, joined the United States Environmental Protection Agency's Energy Star Partnership in the fall of 2000. This partnership works actively to improve energy efficiency in overall building construction, building

facilities equipment and office equipment. The Indiana Department of Administration, working through the Indiana Department of Commerce, has applied for grant funding from the United States Department of Energy to further our efforts. Agencies' facilities managers received additional Energy Star information and the Indiana Department of Administration's Public Works Division staff received specific Energy Star training in February and March 2001.

The 1997 session of the General Assembly resulted in a new law which allowed alternative financing mechanisms, such as Energy Cost Savings Contracts (ECSC), in order to reduce energy use and cost in State facilities and operations. Several projects have been put into place, including:

- **World War Memorial:** This ECSC renovation project replaced old lighting fixtures with energy-efficient ones. As a result, the Memorial building is eight times brighter than before, using half as much energy and fewer lamps. The money saved due to using less energy is expected to pay for the cost of the upgrades within seven years.
- **Richmond State Hospital, LaRue Carter Hospital, Soldiers' and Sailors' Children's Home and Logansport State Hospital:** These ECSC public-private partnership projects identified various energy savings measures for these multi-building campus institutions. A common component of all of these projects was the installation of an Energy Management System, which provides central control of key building mechanical systems.
- **Additional upgrade projects** financed through ECSCs are currently in progress are at the Fort Wayne State Development Center and a second project at the Logansport State Hospital.
- **Upgrades from old coal-fired boilers** to cleaner and energy-efficient gas boilers were also made at several facilities. The upgrade at the Indiana State Prison in Michigan City was ECSC financed. Upgrades at Westville Correctional Facility, Richmond State Hospital and Evansville State Hospital were completely state financed.
- **Indiana Government Center:** This general lighting retrofit project is in the installation phase and is designed to reduce energy consumption by 33%, reduce the number of fluorescent bulbs used and increase the overall available lighting.

Energy Upgrades are also encouraged in State Offices that are located in leased facilities. For example, the Indiana State Department of Health, located at 2 North Meridian Street in Indianapolis, is in a leased building that has invested in many energy-saving measures. These measures include a computerized energy management system that controls lighting and air handlers for the building and reduces energy consumption during unoccupied hours. Staff has also been trained to turn off lights and equipment at the end of work shifts.

- Landlords for other state offices received a letter and survey about several Greening topics in the fall of 2000. Energy efficiency information was also included. Of the 100 surveys returned from the 250 surveys sent out to landlords:
  - 10 facilities noted the installation of high efficiency heating and cooling systems;
  - 2 facilities noted boiler upgrades;
  - 1 facility noted installation of energy-efficient elevators;



### *Indiana Becomes an Energy Star Partner*

*Indiana joined the United States Environmental Protection Agency's Energy Star Partnership in the fall of 2000 and continues to work to improve energy efficiency in overall building construction, building facilities equipment and office equipment. State employees are also asked to do their part and turn off equipment when not in use.*





- 6 facilities noted installation of automatic light switches;
- 27 facilities noted installation of energy-efficient lighting; and
- 2 facilities noted increasing insulation and caulking.
- Remaining respondents indicated that energy upgrades were not done during the past year, with a number of these noting that the buildings were relatively new and already up-to-date or that older equipment is replaced with energy-efficient models on an as-needed basis.

Finally, the Indiana Department of Commerce Energy Policy Office has worked with the Greening Program to provide posters and other educational materials to remind state employees to save energy by turning off computers, lights and other equipment when not in use.

*Construction and Deconstruction Guidelines - Green Buildings:* The Indiana Department of Administration's Public Works Division has incorporated requirements for architects and engineers to utilize sustainable design practices and green building products and procedures into its "Designer Manual" and "Standards for Design and Construction". These changes comprehensively address areas of construction and deconstruction, such as eliminating the introduction of hazardous materials, reducing the use of products that produce volatile organic compounds, recycling construction waste and salvaging materials for reuse. The language for these publications is available on the Public Works Web site at <http://www.state.in.us/idoa/pwd/>.

The Public Works Division has worked with agencies and with the State Office Building Commission on specific projects that have or are currently utilizing these sustainable design practices. These projects include:

- New Castle State Hospital: This demolition and renovation project included the reclamation of several tons of concrete, brick and tile which were crushed and utilized as road base material. Metals were also separated and recycled.
- Evansville State Hospital: This renovation project included a tree conservation effort.
- Harmonie State Park: This Department of Natural Resources facility built a viewing platform and four bridges for park visitors that were made from recycled plastic lumber, formed from 150,000 recycled Indiana milk jugs.
- Indiana State Library: This renovation project includes lighting upgrades and on-site sorting and recycling of suitable construction and de-construction materials. This project is in progress.
- When recent upgrades were done at the Miami Correctional Facility, New Castle State Hospital and the Indiana State Museum, mercury-containing devices were eliminated from these facilities.

*Mercury:* In February 2001, 58 agencies' facilities and procurement managers received mercury assessment and recycling information. A list of items that could potentially be found in state buildings/facilities that contain mercury was given out along with educational information. The Department of Administration is in the process of developing an All State Agency Service Agreement for the collection of mercury containing devices, including used fluorescent light bulbs.

*Lead:* Information on where lead can be found in state facilities along with a sample lead assessment was given out to 58 agencies. Lead assessments were also performed at 3 state agencies during 2000. Two of these assessments were below the lead limits in all areas. One assessment came back high for lead in paint chips. This issue has been taken care of.

*Pollution Prevention:* Building Equipment Operations and Maintenance Procedures: Generally speaking, each institution has its own Building Equipment Operations and Maintenance Procedures which are based on the specific particulars to the site. These procedures encompass both energy efficiency and preventive maintenance areas, and vary widely among facilities. Some facilities have done very little in this area, while other facilities, such as the Indiana Blind School, Logansport State Hospital, Soldier's and Sailor's Children's Home and the Indiana State Board of Health office in Indianapolis have installed state of the art energy management systems which are paying for themselves in the form of reduced energy costs.

*Vehicle Maintenance and Collision Repair Facilities:* The Indiana Department of Environmental Management offered three training workshops and 57 state employees attended who work in vehicle





maintenance shops during the fall of 2000. These workshops focused on pollution prevention and recycling strategies. In addition, paints and solvents can be recycled through a Quantity Purchase Agreement that is available for servicing solvent sinks.

*Integrated Pest Management:* The Indiana Department of Environmental Management provided training in late 1999 to food service staffs in the Indiana Government Center buildings on ways to reduce pesticide use in state offices. These workshops focus on utilizing integrated pest management strategies that begin with good hygiene practices in facilities, followed by the use of target pest baits and traps, and then utilizing chemical sprays as a last resort. In addition, 58 agencies' facility and procurement managers received specific training in a February 2001 Greening workshop.

Landlords for other state offices received a letter and survey about several Greening topics in the fall of 2000. Integrated pest management information was also included. Of the 100 surveys returned from the 250 surveys sent out to landlords:

- 48 facilities are already using IPM techniques, don't spray at all, or only spray when requested
- 33 facilities regularly spray every 2 to 12 months
- 19 facilities regularly spray once or twice a month

*EMS Pilot Projects:* Environmental Management System Pilot Projects, a comprehensive system to manage all of a facilities' environmental issues and address the issues in a logical fashion for state facilities, coordinated by the Indiana Department of Environmental Management, are in the development and implementation phases at the following three State facilities: The Indiana Department of Administration Motorpool; the Indiana Department of Transportation and the Indiana State Board of Health. These facilities will be working throughout 2001 and 2002 on their Environmental Management Systems with IDEM.

*Alternative Fueled Vehicles and Vehicle Operation:* The State of Indiana has a total of 10,000 total vehicles, of which 485 are passenger vehicles operating on alternative fuels such as Ethanol 85 (E85) or natural gas. An additional 20 AFVs are currently on-order. Information about refueling these vehicles is available to vehicle operators. Currently, there is one E85 re-fueling site in Marion County, which is located at the Motorpool site and a second public re-fueling site in Evansville. The Indiana Department of Commerce is working with community representatives to add another E85 refueling location in the Indianapolis area. In addition, there are two natural gas refueling sites in Marion County. Finally, when new vehicles are purchased, the corresponding miles per gallon fuel efficiency rating information is now requested.

*Greening Public Places:*

- **Indiana State Fair:** A recycling collection program to collect plastic water bottles was coordinated by the Indiana Department of Environmental Management and put into place at the 2000 Indiana State Fair. During the twelve-day event, almost 11,000 bottles were collected which resulted in over 630 pounds of recyclable materials diverted from the waste stream. Educational presentations showing new products made from recycled materials, were also presented to fair-goers to coordinate with the collection program.
- **Indiana Department of Transportation Rest Stops.** In late 2000, the Greenfield, Indiana highway rest stop was remodeled and in addition to other improvements, now includes recycling which is serviced by a partnership with a local non-profit group. Additional recycling programs will be included in waste management contracts at other rest stops as these contracts are bid in the future.
- **DNR Campgrounds.** As of early 2000, 24 DNR park sites reported recycling programs, primarily for aluminum beverage cans. Pokagon State Park has a more aggressive program in which campers receive a clear bag for recyclables and a different bag for trash when they check into the campground. When they leave the campsite, they are instructed to put the correct bags in the proper receptacles. Personnel and financial constraints make expansion of these programs a challenge.



## Employee Transportation Options

The Greening the Government Plan encourages employee transportation options to reduce the negative environmental impacts of commuting via single-occupant vehicles. These policies benefit the environment by reducing the amount of commuter miles driven by employees, which reduces use of nonrenewable fuels, results in fewer ozone-causing emissions and also results in less traffic congestion.

### *Telework and Alternative Work Schedules and Policies:*

The State has approved Telework and Alternative Work Schedule Policies, which Agencies are encouraged to implement to meet the Agencies' needs. One Agency is currently implementing the Telework Policy, which allows employees to work from home offices. An additional twenty-one agencies and offices are implementing Alternative Work Schedule Policies, which result in eight- or nine-day bi-weekly work schedules instead of the traditional ten-day work schedules for employees.

*Carpooling Program / Statistics:* The Indiana Government Center has developed a preferred parking carpooling incentive program. Employees can sign up on the Web site or by calling 234-POOL. The Indiana Department of Environmental Management manages the program's database. As of January 2001, there were over 60 people in the database, with over 35 successful matches. The Greening Program is also working with community programs to foster increased carpooling opportunities in the central Indiana area. Many surveyed agencies note that their employees carpool to meetings as possible.



### *Parking Cash-outs / Bus Programs:*

Other incentive programs to encourage employees to find alternatives to single-occupancy automobile travel to the Indiana Government Center are currently being researched.



## Recommendations and Areas for Further Exploration

In addition to continuing the implementation of the Greening the Government Plan, several other areas have been identified for future exploration, review or implementation.

### *Educational Efforts:*

Enhance and increase strategic education outreach and marketing efforts about the Greening Program, both to state government employees and others. Measure success of these efforts as feasible.

- The Greening the Government Web Site is at [www.IN.gov/greening](http://www.IN.gov/greening)
  1. Continue regular refinements and updating of the site as needs demand, with an increased focus on energy conservation topics;
  2. Develop and post a wide variety of camera-ready Greening posters and other educational materials for state facilities to download and use as needed. For example, developed materials will cover various topics such as energy efficiency, integrated pest management, carpooling and alternative transportation. All developed materials will include the Greening logo, and maintain a consistent appearance. Some printed materials will also be available, as budget allows;
  3. Develop additional educational materials and success stories, focused to state employees who work in facilities located outside of the Indiana Government Center;
  4. Update the searchable facility Greening database, using facility-generated on-line updating features if possible;
  5. Identify and post more electronic links to various Indiana government programs that support Greening Program objectives on the Greening Web Site. As examples, the Indiana Department of Commerce's Buy Recycled Web Portal and Energy Star program, the Indiana Department of Environmental Management's (IDEM) list of waste haulers that may be doing Construction and Demolition Recycling and IDEM's outreach programs to reduce mercury and lead and prevent pollution are state agency Web sites to link to; and
  6. Develop materials or other specific information targeted to external vendors and landlords of leased facilities about the Greening Program and its goals.
- Explore alternative message delivery mechanisms, such as electronic monitors in high-traffic areas of the Indiana Government Center (IGC) and the posting of information in the recycling stations being developed for several public areas of the IGC and Capitol Building;
- Continue regular Agency Recycling Coordinator (ARC) quarterly meetings, focusing on hands-on recycling and all other Greening Program topics. In addition, the current ARC network has grown to be an invaluable tool to communicate not only recycling information, but also a wide range of other Greening Program information. In order to better reflect this evolution in role beyond recycling, the Agency Recycling Coordinator (ARC) name and job description should be updated to Agency Greening Coordinator (AGC) or another such term.
- Continue outreach to non-state of Indiana organizations about the Greening Program, specifically encouraging and serving as a technical resource to Indiana communities who are developing and implementing "Greening the Local Government" programs.
- Continue involvement in public-focused efforts such as Earth Day and America Recycles Day activities that have a clear link to the Greening Program.

### *Recycling Collection:*

- Strengthen and enhance recycling collection programs at state facilities. Encourage State employees based in Marion County who telework and who do not have home-based recycling programs to bring their recyclable papers into the office for inclusion in the State Government Recycling Program. Investigate further development of measurement methods, including correlating recycling results to the amounts of energy saved and greenhouse gasses reduced.
- Officially join the United States Environmental Protection Agency's WasteWi\$e Program, which includes easy-to-use comprehensive waste audit tools. Begin this process by performing a WasteWi\$e audit in the Indiana Government Complex. Promote the use of these available audit tools by outreach and providing technical assistance to recycling coordinators, facility managers, safety officers and other operations personnel within state facilities.



- Work with State Surplus and other appropriate agencies to properly recycle old computers that can not be re-used.
- Continue to encourage State agencies to utilize the All State Agency QPA to recycle mercury-containing devices, including fluorescent bulbs.
- Several agencies have requested financial assistance to cover containers or other costs in conjunction with setting up and implementing recycling collection programs. As a result, the Greening Program is developing an incentive funding program, to be funded from recycling program proceeds from the State Government Recycling Program currently in place at the Indiana Government Center and other state offices within Marion County. This incentive funding program will be designed to provide assistance with some of the start-up costs for various Greening pilot-type projects. If warranted, these funds may be utilized to coordinate large-quantity purchases of recycling totes.
- Continue to develop and expand agency-initiated recycling program partnerships between state government facilities and with other appropriate local organizations within communities where state facilities reside. For example, the Indiana Department of Corrections operates several successful composting and recycling programs, working in partnership with local organizations to recycle internally-generated materials and also helping meet community needs in these areas. Another example is the Greening Program staff working with City of Indianapolis officials to increase recycling opportunities at special events geared to the general public.

*Environmentally Preferable Purchasing:*

- Continue to encourage and promote reusable items for State uses. Purchase re-usable items, such as rechargeable batteries instead of single-life batteries, when possible.
- If sufficient use justifies it, include composted organic materials on the list of QPAs. If quantities are not large enough to justify a QPA, work with specific high-use agencies individually to promote the use of compost for State projects. Many Indiana communities and businesses make compost from the leaves, brush and other organic materials collected in local areas.
- Investigate and refine the Greening Program's Environmentally Preferable Purchasing (EPP) efforts utilizing Product Stewardship concepts. Product Stewardship considers full life-cycle impacts of products, including recycled-content, energy efficiency, non-toxics, recyclability, initial resource acquisition issues, and other factors when making purchasing decisions. The State generally considers one primary environmental attribute at a time (i.e. recycled-content or energy efficiency). This life-cycle approach continues to evolve at the national level and the State may want to further refine our approach as more information is available.
- It is in the interest of the State to do business with vendors that operate in an environmentally responsible manner. In order to communicate this desire with vendors, the Greening Program will work with the Indiana Department of Administration's (IDOA) Procurement Division and the Indiana Department of Environmental Management's Office of Pollution Prevention and Technical Assistance to encourage businesses with environmental certifications to respond to State requests for proposals (RFPs). Businesses who have earned environmental certifications, such as ISO 14001, EPA's Wa\$teWi\$e or IDEM 5-Star Recognition will receive bonus points during proposal evaluations.
- Work with Indiana Department of Administration's Procurement Division to refine any Greening Program-related issues included in their pending eProcurement program (i.e. tracking of recycled-content or Energy Star purchases; the ability to restrict non recycled-content purchases, etc.).

*Pollution Prevention and Energy Efficiency:*

- Continue to work with the Indiana Department of Commerce Office of Energy Policy and other agencies to implement measures in support of our Energy Star Partnership agreement. For example, determine baseline energy consumption, continue to support educational materials in support of the State's Summer Energy Conservation plan, provide additional training to State government employees as needed and pursue benchmarking of buildings and facility upgrades to attain the Energy Star Building ratings in State facilities.
- Continue to work with Indiana Department of Commerce Office of Energy Policy to direct and promote the use of alternative fuels to State vehicle operators. In addition, work to coordinate with affected parties to implement a new requirement passed in the 2001 legislative session to use 10% gasohol in appropriate state vehicles beginning July 1, 2001. Continue to work with the Indiana



Department of Commerce's Alternative Fuels Taskforce to find additional refueling options for Alternative Fueled Vehicles.

- Continue to coordinate with the Indiana Department of Commerce Emission Testing Program to test State-owned vehicles and to encourage testing of vehicles owned by State employees.
- Integrated Pest Management (IPM) – The Indiana Department of Environmental Management and the Indiana Department of Administration will work to further educate employees on IPM, including educating facilities maintenance crews, landlords and agency staffs on alternatives to spraying insecticides at the first sighting of pests. For Indiana Government Center offices, the Greening Program will work with Facilities Management and Agencies located in the IGC to develop a centralized coordination of all pest spraying applications to only do them as needed.
- Mercury – The Indiana Department of Environmental Management will work with state agencies to educate on mercury hazards, implement plans to phase out mercury usage, and work to utilize the Indiana Department of Administration's Quantity Purchase Agreement for recycling of mercury-containing devices.

*Employee Transportation Options:*

- Continue promotion of the Indiana Government Center Carpooling program, especially in active cooperation with the City of Indianapolis and regional carpooling, vanpooling and other multi-passenger shuttle transportation options.
- Investigate IndyGO's bus pass package incentive program for employees, which is currently in the development stages.

*Greening Program Management:*

- Continue to provide program staffing to meet Greening Program goals and objectives. As of December 31, Program staff consisted of one Director. In April of 2001, Program staff was increased to include two full-time assistants. The addition of staff has allowed for re-focusing of energies and aggressively moving forward on implementation.



STATE OF INDIANA  
EXECUTIVE DEPARTMENT  
INDIANAPOLIS

EXECUTIVE ORDER 99-07

FOR: GREENING THE GOVERNMENT

- WHEREAS, state government recycling efforts have significantly reduced the amount of waste generated at state facilities and the related costs of waste disposal; and
- WHEREAS, improved pollution prevention and air quality efforts within state government and by state government employees will continue to decrease demand on natural resources to the benefit of all Indiana citizens; and
- WHEREAS, environmentally sound policies often create economic, as well as environmental benefits, and
- WHEREAS, state government and its employees recognize the importance of setting an example in efforts to improve Indiana's environment; therefore, state government activities should support sustainable products and services;

NOW, THEREFORE, I, Frank O'Bannon, by virtue of the authority vested in me as Governor of the State of Indiana, do hereby order the following steps to be taken:

**I. Immediate Steps for Greening the Government**

The following requirements are effective July 1, 1999, except as noted, as policy for all state agencies, The Departments of Administration (IDOA) and Environmental Management (IDEM) will assist and monitor agencies in pursuit of these goals.

- a. State agencies shall appoint a recycling coordinator who will be responsible for implementing the following policies, and who will act as their agency's liaison with the State Government Recycling Program.
- b. By September 30, 2000, all state facilities shall recycle office paper, newspaper, beverage containers, and other items, unless it is determined by the State Government Recycling Program that implementation is not feasible for a given facility.
- c. Agencies shall duplex (double side) all copy and laser printing operations. Exceptions will be made when current technology does not allow for this provision or when specific documents require single-side printing. Whenever possible, new copy and printing machines will have duplex capabilities.



- d. Agencies shall purchase re-refined lubricating oil and recycle it through the same vendor in a closed-loop system. This policy does not preclude the future use of bio-based oils.
- e. In order to maximize employee participation, IDOA will provide educational resources, tools to measure success, and minimum standards to ensure employee access to recycling programs. An awards program will also be established to recognize agencies and/or employees who implement additional procedures that positively impact the environment. The program will be implemented by October 1999.

## II. Greening the Government Taskforce

The listed agencies shall appoint representatives to the hereby created Greening the Government Taskforce. Agencies required to participate on the taskforce are the Department of Administration, Department of Environmental Management, Department of Commerce, Department of Transportation, Department of Correction, Department of Natural Resources, Family and Social Services Administration, Bureau of Motor Vehicles, State Police, Department of Labor, Personnel Department, and Department of Health.

IDOA and IDEM will each appoint a co-chair to the taskforce. Outside experts may be utilized to provide technical support and assistance to the taskforce.

The taskforce will provide guidance to improve the environmental performance of state operations. This guidance shall be completed on or before Earth Day, April 22, 2000. Specifically, the taskforce will develop guideline and aggressive measurable goals for the following tasks, and will establish criteria for IDOA and IDEM to monitor implementation of these guidelines.

- a. **Establishing recycling collection at all state facilities.**  
Taskforce will evaluate the following methods at a minimum; requiring recycling contracts throughout the state, requiring integrated solid waste management contracts, requiring that any state contracted waste hauler also provide recycling services, and requiring that all property lease agreements include recycling pick-up.
- b. **Purchasing energy efficient and recycled content items.**  
Taskforce will evaluate a broad range of items regularly purchased in state operations. Recycled content items shall be of equal or better quality and the price shall be competitive considering current price preference standards.
- c. **Enhancing pollution prevention, energy efficiency and source reduction activities in government operations.** These guidelines will include at a minimum: energy efficient operational policies, construction and deconstruction guidelines, lead and mercury assessments for state facilities, lease and vendor requirements and pollution prevention policies for printing, cleaning, painting and vehicle maintenance operations. An alternative fuel vehicle use policy should also be established.
- d. **Establishing employee transportation options.** Options to be reviewed shall include at a minimum: telecommuting, alternative work schedules, carpooling, and parking cash out.



The benefits of these options, such as a reduction in vehicle miles traveled, reduction in air pollution, reductions in leave time and improved work productivity will be thoroughly addressed by the taskforce.

State agencies will be required to follow this guidance and to report progress annually to the Departments of Administration and Environmental Management.

### III. Paperless Office Project

It is hereby recognized that the Government Management Information System Team is currently working to implement several statewide operational changes that will reduce paper requirements in state government. These efforts are supported as a significant step toward the waste reduction goals outlined above.



IN TESTIMONY WHEREOF, I set my hand and cause to be affixed the Great Seal of the State of Indiana on this 22nd day of April, 1999.

A handwritten signature in cursive script that reads "Frank O'Bannon".

BY THE GOVERNOR: Frank O'Bannon  
Governor of Indiana

ATTEST: Sue Anne Gilroy  
Secretary of State







## **Greening Indiana's Government**

**A Plan to Implement  
Governor Frank O'Bannon's  
Executive Order 99-07,  
Greening the Government**

**May 25, 2000**

**Originally printed on 30% post-consumer recycled paper**



*Indiana Greening the Government 2000 Annual Report – July 31, 2001*

*This report was originally printed on recycled paper containing 30% post-consumer waste.*

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## *Executive Summary*

The following document provides guidance for implementing the requirements of Executive Order 99-07, Greening the Government. Governor O'Bannon signed the order on April 22, 1999, with the intent of comprehensively improving the environmental performance of State of Indiana operations and, in many cases, making those operations more efficient and cost-effective.

This plan outlines the actions agencies should take to implement the requirements of the executive order. As summarized below, some sections apply to all agencies and other sections apply only to agencies with facilities located outside the Indiana Government Center or to specific facilities. For agencies located entirely within the Indiana Government Center, many of the facilities management issues outlined below are handled by the Indiana Department of Administration (IDOA).

Section I applies to all agencies, and describes employee education programs, the recycling coordinator network, the Governor's Awards program, and the annual agency reporting requirements for Greening the Government (GtG).

Section II describes the recycling requirements for all State facilities. Facilities will recycle office paper, corrugated cardboard, newspaper, glass, plastics (#1 & 2), steel, aluminum, motor oil, batteries and fluorescent bulbs. An exemption is available to facilities that cannot find outlets for certain commodities. The GtG Program will assist facilities throughout the State in meeting this requirement.

Section III describes the environmentally preferable purchasing requirements that will be managed by the IDOA Procurement Division. Many of these requirements will result in cost savings for agencies as well as less waste. For example, remanufactured cubicle walls and cubicle furniture can cost up to 50% less than new. Retread tires and remanufactured toner cartridges are cheaper than their new counterparts, and energy efficient office machines save on energy costs.

Section IV, Part A, addresses energy efficiency issues for all state facilities. All agencies are responsible for educating their employees about the importance of turning off computers and lights when not in use.

Section IV, Part B, describes the efforts of IDOA's Public Works Division to "green" State building and deconstruction projects.

Section IV, Part C, explains mercury requirements for all State facilities, and Part D establishes lead assessment goals for facilities with children under the age of 6 years.

Section IV, Part E, describes building equipment operation and maintenance procedures for all State facilities, and sets requirements for the State's vehicle maintenance and body repair shops. Part D also describes requirements for integrated pest management at all facilities.

Section IV, Part E, outlines an Environmental Management System pilot project that will be lead by IDEM. Part D also sets out an alternative fuel and energy efficiency policy affecting all agencies that own vehicles. All State employees are encouraged to carpool to meetings and events that are attended by other State employees.

Part E continues with a section directed to public areas managed by the Departments of Natural Resources and Transportation and the State Fair Commission. And finally, Part D encourages all State facilities to explore green energy purchasing options in their communities.

Section V asks all agencies to be aware of and examine opportunities to reduce single-occupant vehicle commuting by State employees, such as telecommuting, alternative work schedules, carpooling, and the use of public (or mass) transit.

Finally, Section VI defines the ongoing management of the Greening the Government Program. IDOA, the Indiana Department of Environmental Management (IDEM), the Greening the Government Taskforce, and the Governor's office will meet regularly to discuss progress and to establish additional goals for Greening the Government.

This plan comprehensively addresses the environmental impacts of the operations of Indiana's State government. As agencies move forward to implement these policies, they will ensure that State government walks the talk of environmental stewardship, working to protect the environment for future generations of Hoosiers. Please remember that the Greening the Government Program and IDEM are looking forward to providing technical assistance and support to each agency in pursuit of these policies.



## I. Establish an Employee Education and Reward System

### A. Education

The Greening the Government Program (GtG) has developed educational tools for the following policies which are available to all State employees. IDOA has established on-line information on GtG through Access Indiana at <[www.state.in.us/greening](http://www.state.in.us/greening)>, as well as through a variety of other informational sources, such as resource manuals, state employee newsletter articles and agency contact networks. In addition, the GtG Program has developed information for training new employees for agencies to incorporate into their new-employee training programs.

### B. Agency Recycling Coordinators

Established with Executive Order 99-07, the Agency Recycling Coordinator is responsible for educating and encouraging fellow agency members to follow requirements for recycling, waste reduction and energy conservation as established by the GtG Program. The coordinator serves as a liaison between the GtG Program and his/her agency.

### C. Recognition

A GtG category will be added to the 2001 Governor's Awards for Excellence in Recycling and Pollution Prevention to recognize those individuals, facilities or agencies within State government that implement outstanding GtG programs.

### D. Annual Reporting

All agencies with ten or more employees shall report annually to the Indiana GtG Program beginning with the fourth quarter of 2000. Applicable agencies are responsible for appointing a GtG contact person who will be responsible for preparing annual reports and who will receive GtG Program information. This annual report will detail each agency's progress towards the policies listed below.

## II. Establish Recycling Collection at All State Facilities

All agencies will recycle office paper, corrugated cardboard, newspaper, glass, plastics (#1 & 2), steel, aluminum, motor oil, batteries and fluorescent bulbs. For State facilities other than the Indiana Government Center, certain commodities may be excluded from this list if the GtG Program determines that recycling those commodities is not feasible. In that case, annual reports must reflect updated research into the recyclability of exempt commodities. The IDOA Procurement Division will establish All State Agency Service Agreements for the collection and recycling of batteries and fluorescent bulbs by October 2000. Additionally, facilities with cafeterias managed by the State or an outside vendor will work to ensure, where feasible, that unused leftovers are provided to community food banks and that all food scraps are composted.

## III. Purchase Environmentally Preferable Products

The IDOA Procurement Division will continually strive to increase the amount of environmentally preferable products and services available through All State Agency Quantity Purchase Agreements (ASA QPAs). In order to find environmentally preferable products, the State analyzes price, quality and availability in addition to environmental benefits.

A. Unless otherwise approved by IDOA, agencies shall purchase the environmentally preferable products listed below and all future items designated environmentally preferable by IDOA and provided to agencies through ASA QPAs.

1. Paper Products. All white copy paper purchased by the State will contain at least 30% post-consumer material. When outside vendors are utilized for print jobs, a minimum 30% post-consumer content paper will be required in specifications. Where it is appropriate to use higher post-consumer content paper and it is available, it will be used. Agencies are encouraged to include the recycling symbol and/or the percent recycled content of paper on all printed materials. Also, when feasible the State should buy recycled paper that is either totally chlorine free (TCF) or processed chlorine free (PCF).
2. Other Office Products. IDOA has established restrictions in the statewide office products catalog. These restrictions require agencies to purchase products made with recycled material whenever available and practicable. The current catalog contains approximately eighteen hundred recycled content items. IDOA will continually work to increase the amount of environmentally preferable office products available through the statewide catalog vendor.



3. Retread Tires. If they are not damaged or otherwise unusable, all casings for tires of 16.5 inches or larger size that are removed from State-owned vehicles and equipment will be retread and used on non-steering axles (drive axles). Emergency vehicles will be exempt from this requirement.
  4. Re-refined Oil. State agencies have been required to purchase re-refined oil in a closed loop system (purchased and recycled through the same vendor) as of July 1, 1999.
  5. Carpet. IDOA will ensure that specifications for all carpet purchased by the State will include post-consumer recycled content as a requirement for bid acceptance. The level of post-consumer material required will be a minimum 25% of total product weight.
  6. Remanufactured Cubicle Walls and Cubicle Furniture. IDOA will establish an ASA QPA for remanufactured cubicle walls and cubicle furniture. All future purchases of this type will be specified remanufactured.
  7. Toner Cartridges. In 1999, the State Use Law, IC 16-32-2, was amended to require State agencies to purchase remanufactured toner cartridges through the ASA QPA vendor. Additionally, all toner and ribbon cartridges can be sent to the same vendor for re-manufacturing, thus closing the recycling loop.
  8. Energy Efficient Products. Current procurement guidelines shall be revised for the purchase of computers, fax machines, printers, multi-use machines and other products, as available, that have the Energy Star efficiency label. All Energy Star features will be enabled when the product is installed. Agencies shall use life-cycle cost analysis in making decisions about their investments in all other products.
  9. Non-toxic Cleaners and Other Products. The State should be aware of all chemicals used in the carpet cleaning process for State facilities. Chlorinated solvents and other hazardous ingredients should not be used.
  10. Promotional Items. For those agencies that purchase promotional items to be distributed to the general public during state agency outreach activities, recycled content items should be requested. Agencies should look for items that are least likely to be quickly thrown away.
  11. Outdoor furniture, decking and signage, biodegradable products, and soy ink will be available to all agencies through ASA QPAs. These items are optional additions to agency environmental purchasing programs.
- B. The Indiana Department of Transportation will continue to increase the use of environmentally preferable products in road construction and all other projects, and will include specific usage of new products in their annual GtG report.
- C. Requirements for doing business with the State of Indiana.  
As of July 1, 2000, IDOA and INDOT will request all bids and proposals submitted to the State to be double-sided and printed on 30% minimum post-consumer recycled content paper or tree-free paper. When possible, soy ink should be used on proposals and reports.

#### IV. Enhancing Pollution Prevention, Energy Efficiency and Source Reduction Activities in Government Operations

- A. Energy Efficiency
1. Energy Star Buildings Program. The State of Indiana will become a partner in the United States Environmental Protection Agency's (EPA) Energy Star Buildings program. The Indiana Department of Commerce will coordinate efforts to increase energy efficiency at State facilities and to report progress annually to EPA.
  2. Financing Mechanisms. Agencies shall maximize their use of available alternative financing mechanisms, including Energy Cost Savings Contracts, utility energy efficiency service contracts, and grant and loan programs which promote energy efficiency to reduce energy use and cost in State facilities and operations. Energy Cost Savings Contracts and utility energy-efficiency service contracts provide significant opportunities for making State facilities more energy efficient at no additional cost to taxpayers.
  3. Lease Provisions. IDOA shall encourage lessors to apply for the Energy Star Building label.



4. Personal Practices. All agencies shall take measures to encourage the following energy efficiency practices where appropriate:
  - a. Turn off lights, computers, copying and other machines and equipment when not needed.
  - b. Adjust window treatments to take advantage of solar heat gain during winter daylight hours, repel solar heat gain during summer daylight hours, and reduce building heating and cooling requirements during evening hours.
- B. Construction and Deconstruction Guidelines  
 The Public Works Division of the Department of Administration has incorporated requirements for Architects and Engineers to utilize sustainable design practices and green building products and procedures into its "Designer Manual" and "Standards for Design and Construction". These changes comprehensively address areas of construction and deconstruction, such as eliminating the introduction of hazardous materials, reducing the use of products that produce volatile organic compounds, recycling construction waste and salvaging materials for re-use. All new language for this section can be reviewed on the Public Works web site. <http://www.state.in.us/idoa/pwd/>
- C. Mercury  
 Mercury is a naturally occurring element that conducts electricity very well. It is used in many household, medical and industrial products. Although mercury performs many useful functions in our workplaces and homes, it is toxic and can impair the way we see, hear and function. Mercury evaporates slowly. If spilled or improperly stored, this evaporation will cause continuous contamination of the air you breathe. Mercury devices include: thermostats, fluorescent lamps, blood pressure gauges, barometers, manometers and vacuum gauges, liquid mercury, mercury switches and relays. To ensure mercury is recycled and to eliminate potential spills, State facilities are to do the following:
  1. Establish a plan to recycle and replace all mercury-containing devices from State facilities.
  2. All future purchases, where possible, shall be mercury free.
  3. All mercury thermometers found in State facilities, including, but not limited to hospitals, first aid kits, labs and infirmaries, will be replaced with non-mercury thermometers (digital, alcohol or other). A phase-out plan shall be established to complete the process within 4 years.
  4. All elemental mercury from State facilities will be identified and immediately recycled.
  5. Antibacterial products such as those found in health centers, nurses' stations and hospitals that contain mercury shall be identified and replaced with equivalent products that do not contain mercury. A phase-out plan shall be established to complete the process within 4 years.
 Visit the following web site for more information on mercury-related issues:  
[www.state.in.us/idem/ctap/mercury](http://www.state.in.us/idem/ctap/mercury)
- D. Lead. State facilities with children under the age of 6 years, including the Indiana Government Center North (IGCN) childcare facility, will perform lead assessments by April 2001. The schools for the deaf and blind are also encouraged to perform lead assessments.
- E. Pollution Prevention
  1. Building Equipment Operation and Maintenance Procedures  
 Equipment operates more efficiently and uses less energy when properly maintained. Timely maintenance also extends the useful life of equipment, reduces the cost of repairs and prevents breakdowns. Agencies shall develop procedures for continuous energy-efficient operation and maintenance of equipment including, but not limited to, the following:
    - a. Adjusting thermostats for maximum energy savings while providing occupant comfort.
    - b. Eliminating unnecessary use of lighting and HVAC systems during unoccupied hours.
    - c. Replacing light fixtures and bulbs, when appropriate, with more efficient ones.
    - d. Regularly servicing and adjusting HVAC equipment and controls.



- e. Reducing water temperatures and installing water-conserving fixtures, where appropriate.
- f. Improving electric motor efficiency.
- 2. Vehicle Maintenance Facilities
  - a. Discontinue use of chlorinated solvents for parts washing.
  - b. Post signs or otherwise mark drains, sinks and other connections warning employees not to pour wastes such as oil, solvents, antifreeze and other automotive fluids down drains unless permitted to do so.
  - c. If a facility is a conditionally exempt small-quantity generator, ensure that all liquid storage containers are stored in a manner that will not allow them to be in standing water at any time. Make weekly inspections to check for leaks, corrosion and outdated containers and to correct any problems found.
  - d. Recycle all metal parts and oil filters.
  - e. Ensure someone from the facility receives IDEM-approved training on environmental rules and regulations annually. IDEM will host training for state facilities.
  - f. Recycle used antifreeze by using a vendor or by purchasing equipment for on-site recycling.
  - g. Collect leaking fluids from storage containers and vehicles, including those awaiting repairs, keeping different types of fluid marked and separated for proper management and recycling.
- 3. Collision Repair/Auto Refinishing Facilities
  - a. Use high-volume, low-pressure (HVLP) spray guns even if your facility is not located in a non-attainment area. Inspect your air supply system to ensure that the system is correctly set to work with your HVLP guns.
  - b. Use compliant coatings even if your facility is not located in a non-attainment area.
  - c. Prime or paint vehicles in a sequence that will allow you to continue priming without having to clean the gun between each use.
  - d. Reduce or eliminate use of paint products containing toxic metals, and rotate stock to avoid having to dispose of product that has deteriorated.
  - e. Use hardeners without isocyanates whenever possible.
  - f. Avoid making larger batches than needed for the job.
  - g. Reduce usage of chemical strippers.
  - h. Explore alternatives to disposal, such as giving any unused paint, stripper, etc. to an industry that uses the same material. Note that using the Materials Exchange, found in IDEM's bi-monthly newspaper, *Indiana Environment* may simplify this task.
  - i. Use a gun-washing solvent that does not contain hazardous ingredients such as xylene, toluene, chlorinated solvents or methyl ethyl ketone (MEK).
  - j. Seek opportunities to reuse or recycle your scrap plastic whenever possible.
  - k. Use soaps that are biodegradable, low sudsing, and have a moderate pH in their pure form.
- 4. Integrated Pest Management
 

Integrated Pest Management (IPM) rids buildings of pests without utilizing chemical control. These alternatives should be used unless chemicals are absolutely needed.

  - a. All facilities should substitute routine spraying for pests with other techniques, such as gels, traps and baits.
  - b. Facilities shall be clean and sanitized to avoid pest problems. Kitchens, refrigerators and stoves shall be kept clean and free of food debris. Keep all stored food in containers made of something other than cardboard. These containers should be off the floor and, when possible, not touching the wall.
  - c. All State agencies in leased space shall speak with building management and pest control contractors to request utilization of integrated pest management instead of chemical control.
  - d. All agencies with State-owned facilities shall implement integrated pest management in those facilities.
- 5. Environmental Management System (EMS) Pilot Project





- a. An Environmental Management System pilot project, coordinated by IDEM, shall be developed and implemented, based in large part on ISO-14001;
  - b. The voluntary pilot project will take place at three State facilities with guidance and help by IDEM staff. One of each of the following type of facility will be chosen: A regular office, a motor vehicle facility, and a facility that houses children.
  - c. The design and implementation process should take no longer than 9 months.
  - d. Any compliance problems identified during the design and implementation process shall be handled in a manner similar to the Indiana Department of Labor's Occupational Safety and Health consultation program administered by BuSET. A written memo of understanding would be developed and agreed upon prior to the start of the pilot project. If the compliance problem is deemed a clear and immediate danger, then it requires immediate action, not a memo of understanding.
  - e. The participating facility and IDEM will produce a final report. This report will include recommendations on future EMS activity within state government, costs associated with implementation, cost savings, and options for pollution prevention, source reduction and recycling.
6. Alternative Fuels
- a. Education
    1. Procurement officers and other agency officials responsible for vehicle and fuel acquisition will receive written guidance from the IDOA and the Department of Commerce about alternative fuel vehicles (AFVs), alternative fuels, and the requirements of both the Energy Policy Act (EPACT) and the Clean Air Act (CAA).
    2. State employees who drive AFVs should be made aware which vehicles are AFVs, how to refuel their vehicles, and where to obtain fuel. This information will be available in all AFVs.
    3. The Alternative Fuels Taskforce, through the Department of Commerce, shall work to ensure that mechanics who service state vehicles are aware of any special maintenance required for AFVs and need to obtain specialized training where appropriate.
  - b. Vehicle Acquisition. The IDOA Procurement Division will increase the number of AFVs available through All State Agency Quantity Purchase Agreements (ASA QPAs) to 20 percent of vehicle ASA QPAs for model year 2002 vehicles and following years.
  - c. Fuel Use. Alternative fuels shall be used in AFVs when fuel is readily available within a reasonable distance from the workstation or travel route.
  - d. Alternative Fuels Task Force. All State agencies that operate motor vehicles or refueling facilities shall designate representatives to the Alternative Fuels Taskforce.
7. Energy Efficient Vehicles and Vehicle Operation
- a. The IDOA Procurement Division will develop a policy that sets fuel efficiency standards for all categories of vehicles purchased.
  - b. State employees are encouraged to carpool to meetings and events with other State employees travelling to the same meeting or event.
  - c. Agencies should maintain a high standard of vehicle maintenance, including scheduled oil changes, engine timing and performance checks, and maintenance of proper tire pressure.
  - d. The Department of Commerce's emission control testing program will be made available to agencies for testing State-owned vehicles. The testing program will operate once a year at a site in downtown Indianapolis to accommodate State vehicles. Agencies will be made aware of the program's testing dates throughout Indiana and are encouraged to have their vehicles' emission levels tested.
8. Greening Public Places
- a. State Fair. The State Fair diverts all animal bedding and animal waste from the waste stream to be used as agricultural ground cover. In addition, the State Fair will work with the GtG Program to develop a plan for implementing other "green practices" on a year-round basis including energy savings projects, cardboard



recycling and aluminum recycling by January 2001. For the 2000 State Fair a pilot project to recycle clear plastic water bottles will be co-sponsored by the State Fair Commission, IDEM and the GtG Program.

- b. Rest Stops. The Indiana Department of Transportation (INDOT) will provide glass, plastic and aluminum recycling at all highway rest stops. INDOT is encouraged to promote GtG by posting signs about the program. Signs will be provided by IDOA.
  - c. Department of Natural Resources. All Department of Natural Resources campgrounds will provide receptacles for glass, plastic and aluminum recycling by campground users.
9. Purchasing Green Energy. When a State facility has access to green energy, that facility will evaluate whether it is feasible to purchase green energy and will buy green energy when the price is not considerably more than cost of traditional energy sources.

#### V. Establishing Employee Transportation Options

The following transportation options are encouraged as ways to reduce the negative environmental impacts of commuting via single-occupant vehicles.

##### A. Teleworking

The State Personnel Department (SPD) established a telework policy effective March 2000. The policy provides guidelines for the operation of telework programs. Telework benefits the environment by reducing the amount of commuter miles driven by employees, thus causing less use of nonrenewable fuels, less traffic congestion and fewer ozone-causing emissions. Other benefits may include financial savings through increased employee productivity, reduced absenteeism and decreased employee recruiting costs.

##### B. Alternative Work Schedules

The SPD established an Alternative Work Schedule (AWS) Policy effective March 2000. This policy outlines the framework for agencies to implement AWS programs that are tailored to the respective agency's needs and objectives. AWS benefits the environment by reducing the number of days employees drive to their work location, which reduces automobile emissions. Additionally, by creating workdays that start earlier and end later, AWS often facilitates non-rush hour travel, which reduces drive time and peak-hour emissions.

##### C. Carpooling

IDOA and IDEM will promote the carpooling program at the Indiana Government Center in Indianapolis, which includes preferred parking as an incentive. The Taskforce encourages other State facilities to promote carpooling and to provide incentives whenever possible.

##### D. Parking Cash Out

Parking Cash Out means providing cash or other incentive to employees — instead of a parking pass — on a voluntary basis. SPD and IDOA will evaluate the feasibility of implementing this concept within the next 18 months, specifically for the Indiana Government Center in Indianapolis.

#### VI. Management of the Indiana Greening the Government (GtG) Program

The GtG Program will be managed within IDOA.

- A. The following representatives will meet quarterly to advise the GtG program and to report progress to the Governor's Executive Assistant for the Environment, the commissioners of IDOA and IDEM, the GtG Director and the GtG Coordinator from IDEM.
- B. The GtG Taskforce will continue to meet semi-annually to ensure ongoing agency input in GtG efforts.
- C. The GtG Program will make additional recommendations to the Governor on an annual basis.

Attachment: Definitions





Attachment  
Greening the Government

Definitions:

Alternative Fuel: A fuel that is substantially non-petroleum and which provides environmental benefits. The following are recognized as alternative fuels: methanol and ethanol in blends of 70% or greater, compressed or liquefied natural gas, liquefied petroleum gas (propane), hydrogen, coal-derived liquid fuels, electricity, and fuels derived from biological materials.

Alternatively Fueled Vehicles: A vehicle that operates using an alternative fuel.

Biobased Product: A commercial or industrial product (other than food or feed) that is produced from biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials.

Environmental Management Systems: The part of an overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

Environmentally Preferable: Products or services that have less undesirable impact on human health and the environment than competing products or services which serve the same purpose. This comparison may consider acquisition of raw materials, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.

Life Cycle Cost: The amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs and disposal costs spread across the lifetime of the product.

Life Cycle Assessment: The comprehensive examination of a product's environmental and economic aspects and potential impacts throughout its lifetime, including raw material extraction, transportation, manufacturing, use and disposal.

Pollution Prevention: Practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water or other resources; or protection of natural resources by conservation.

Post-consumer Material: A material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. "Post-consumer material" is part of the broader category of "recovered material."

Recycling: The series of activities, including collection, separation and processing, by which products or other materials are recovered from the solid waste stream for use as raw materials in the manufacture of new products other than fuel for producing heat or power by combustion.

Waste Reduction: Preventing or decreasing the amount of waste being generated. Techniques include waste prevention, recycling and purchasing recycled and environmentally preferable products.

